Registration Procedures for Marshall Undergraduate Courses  
Spring 2016

- Most Marshall undergraduate classes are open enrollment (R-clearance) through the first week of class. In other words, students are freely able to add a class (if there is an open seat) using Web Registration throughout the first week of the term.

- Marshall undergraduate courses in FBE (including BUAD 306, 215x, ECON 351x, 352x), MKT (including BUAD 307), MOR (including BUAD 304 and 497), and DSO (including BUAD 310, BUAD 311 and BUAD 425) will remain open enrollment (R-clearance) for the first three weeks of the term. If there is an open seat in an FBE, MKT, MOR or DSO course, students will be freely able to add a class using Web Registration throughout the first three weeks of the term. If the class is full, students will need to continue checking Web Registration to see if a seat becomes available. There are no wait lists for these courses, and professors cannot add students.

- At the end of the first week of classes, most Marshall BU CO undergraduate electives, plus BUAD 302 and WRIT 340, are closed (switched to D-clearance); students are discouraged from adding these courses after the first week and may only do so with permission from the instructor. To add BU CO undergraduate electives, BUAD 302, or WRIT 340 during the first week, students will need to use Web Registration. If the class is full, students will need to continue checking Web Registration to see if a seat becomes available. There are no wait lists for these courses. Registration during Weeks 2 and 3 is at the discretion of the professor and requires D-clearance. To obtain D-clearance, students must speak to the professor. By the authority of the University Writing Committee, WRIT 340 professors have the option to not add students after Week 2. BUAD 302T will remain D-clearance throughout.

- Most BAEP (Entrepreneur) undergraduate electives, plus BUAD 201 and BUAD 301, are switched to D-Clearance after the first week of classes. Students are discouraged from adding these courses after the first week and may only do so at the discretion of the professor. You can obtain D-clearance for BAEP 460 sections 14386 and 14387 at the Greif Center website [http://www.marshall.usc.edu/faculty/centers/greif/curriculum](http://www.marshall.usc.edu/faculty/centers/greif/curriculum).

- Special classes are on D-clearance at all times, and D-clearance instructions can be found the Schedule of Classes. You can obtain information on how to obtain D-clearance from the Office of Undergraduate Advising for directed research (BUAD 490); internships (BUAD 495); choosing a career (BUAD 252); field projects (BUAD 498); honors (BUAD 491, 493, 494); and international study classes (BUAD 101, 102, 104, 206). You can obtain information on how to obtain D-clearance for FBE 453ab from the Finance & Business Economics Department.

- Registration procedures for Accounting classes (including BUAD 285a, 286a, 281, 305) are established by the Leventhal School. For further information about adding accounting courses, please see below.
Wait Lists

- There are no centralized wait lists for Marshall undergraduate courses. Although there are no wait lists, the Office of Undergraduate Advising provides a system by which students can indicate their interest in enrolling in classes that are currently full in order to track demand and manage classroom space effectively. Students on the list will be notified in advance should new sections or seats be added. To add your name to a list, please contact the Office of Undergraduate Advising.

Leventhal School of Accounting Courses

- There will be open enrollment (R-clearance) through the first week of class for the following courses: BUAD 285a, 285b, 286a, 286b, 305, ACCT 410, 415. Please note that BUAD 285b, and 286b are two-unit courses that last for half a semester. For Session 431(first half) and 442(second half) courses, students only have one week to add these courses once the session begins.

- Students who wish to add an accounting course during week 2 will need to obtain permission from the course instructor. If the instructor grants permission and there is space available, the instructor will contact the Leventhal Undergraduate Program to add the student. If students have not been attending the course, they cannot add the course in week 3.

- For half semester ACCT courses, Session 431 courses are offered in the first half of the semester (ACCT 373, ACCT 374, ACCT 416, ACCT 462). Students only have one week to add these courses. Session 442 courses are offered in the second half of the semester (ACCT 372, ACCT 377, ACCT 472, ACCT 473, ACCT 474). All Session 442 courses will be open enrollment courses.

Reminders

- To find out if a course is D or R, simply check the section number in the Schedule of Classes http://web-app.usc.edu/soc/

- An instructor may drop any student who, without prior consent, does not attend the first two class sessions or the first class session of the semester for a once-a-week class. The instructor is not required to notify the student that s/he is being dropped.